

**The JHL Project**

**Group Management Plan**

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Version: 1.0.0

# Team management agreement

## Team configuration and management

**Project client:**  *Mr Darren Burden (tbc)*

**Project supervisor:**  *Samuel Mann / Hamish Smith*

**Project mentor:** *tbc*

**Project team leader:**

**Project team members:***, Julian Robinson, Lisa Taylor, Hayden Parata*

## Communication plan:

The JHL Project will congregate for meetings on the following days:

**Mondays 5pm**

Mondays will be a quick meeting to assess where we need to be for the week. These meetings will mostly be used to discuss ideas that were talked about lecture.

**Wednesday 1pm**

Midweek catch up to check progress between classes - ensures everyone is up to date. We will also use this time to organize a progress report for our client.

**Friday 1pm**

Friday will be where the bulk of our work will be accomplished as a group. These meetings have no end time as they will go for as long as is deemed necessary. We will also discuss plans for the weekend during these meetings. Work will be collaborated towards the end of this meeting.

## Project standards and procedures:

**Documentation Standards:**Any documents that we create will stick to the default formatting for Office 2007, using the programs default headings and body text formatting. All documents will be accompanied by the JHL Project logo, which will be created using Adobe Photoshop. The formatting standard will be checked as a group before it is handed in, to ensure that everyone is happy with the final document.

Work will be collated together on Fridays and the version number will then be revised. Old versions will be kept separate, rather than deleted, so that they are able to be referred to at a later date, or recovered if the document is lost. Each team member will be given the latest version on the Friday so that we are all working on the same documents.

Deadlines will be met by creating constant short term goals that will lead up to the deadline days. These deadlines will be considered midterm goals.

## Management Strategies

JHL Project will limit the number of group management issues (such as a team member beginning to not turn up, or slacking on work) by having constant group meetings. If a team member is noticeably not pulling their weight then an appropriate punishment will be administered and less work will be assigned to them at any one time so that other team members know not to rely on it being done.

We will be implementing a CRS system, where major milestones achieved by group members, or a feat of extraordinary commitment, will be rewarded upon the completion of the project with a delicious Mexican beverage, chilled, and served with lemon.

The loss of essential files will be prevented by having each team member take a full copy of all documents at the end of each week. Individual file loss may still occur, but these files will be backed up by other team members.

Client issues will be minimized by touching base with the client as often as possible. This will also ensure that each step of the project will be shown to the client allowing them to quickly object to any decisions that we have made, and to ensure that there is a clear understanding in the specifications.

## Research Disclaimer

“All members of this group are aware that our experiences in undergoing this project may be used in research into teaching methods for software engineering.  We understand that identities will be confidential and that taking part in this research is entirely voluntary and will not affect in any way how we are treated by the lecturers in this course”.

## Otago Polytechnic Disclaimer

“Some of the material in this document was created as part of a project by students of Otago Polytechnic, but its inclusion is not endorsement by the Polytechnic of any of the products, services, ideas, people, or businesses referred to".

Group Contract:

I agree to abide by the above group rules established in consultation with all group members:

Name: .............................................................................................

Signature.......................................................................................... Date...............................................

Name: .............................................................................................

Signature.......................................................................................... Date...............................................

Name: .............................................................................................

Signature.......................................................................................... Date...............................................